

## UNBC JOINT HEALTH & SAFETY COMMITTEE

April 24, 2025  
11:00am to 12:00pm

### Participants:

**Scott McMillan**, (Employer Rep)- Chair  
**Twylla Hamelin**, (Employer Rep)  
**Heidi Dodenberg**, (Faculty Employee Rep 1)  
**Shauna LaTosky** (Faculty Employee Rep 2)  
**Jennifer Dawson**, (Employer Rep)  
**Aaron Olsen**, (Employer Rep) *Alternate*  
**April Tod**, (CUPE Employee Rep 1)  
**Mike Billups**, (CUPE Employee Rep 2)

### Committee Resource:

Thya Warren – (OHS Safety Officer)  
Jordan Wilbey, Chemical, Radiation & Bio Safety Officer  
Kaila Fadock, (Positional Resource)

### Absent:

**David Claus**, (Employer Rep)  
**Debbie Roberts**, (Employer Rep)  
**Tina Fraser** (Faculty Employee Rep 1) Co-Chair  
**Ron Camp II**, (Employer Rep)  
**Adam Hawkins**, (Faculty Employee Rep) *Alternate*  
**Marlene Cannon**, (Employer Rep) *Alternate*  
**Guowei Li**, (CUPE 2278 Employee Rep 2)  
Alencia Graham (CUPE Employee Rep 1) *Alternate*  
*Vacant*, (CUPE 2278 Employee Rep 1) *Alternate*  
*Vacant*, (CUPE 2278 Employee Rep 2) *Alternate*  
**Christiana Onabola**, (CUPE 2278 Employee Rep 1)  
**Kassi Doherty**, (CUPE Employee Rep 2) *Alternate*  
*Vacant*, (Employer Rep) *Alternate*  
*vacant*, (Employer Rep) *Alternate*



### Committee Resource:

Harpreet Johnson – (Recording Secretary)

Meeting Co-Chair: Scott

### **A. Traditional Territory Acknowledgement - Scott**

### **B. Chair Comments – Scott:**

- 1) If you see any Winter is here posters, please feel free to take them down and return to Scott/Thya if they are in good shape, or else you can recycle them.
- 2) Posters for Mental Health are going up around campus and about the day of mourning.

### **C. AGENDA – Approved. All in favour.**

### **D. APPROVAL OF MINUTES – March 2025**

- d.1) need to review in May meeting

### **E. BUSINESS ARISING FROM THE PREVIOUS MINUTES**

- e.1) **No new business**

### **F. Incident Report Summaries**

- f.1) **Review of the Worksafe and other classified incident reports for First Aid Incidents.**

#### **Safety Investigations: & Other Reports sent to members for review. – Scott**

- It has been a quiet month.
- One hazard report. Two near misses. Two student incidents.
- Hazard – a chemical was poured down the sink that should not have gone down the sink. It eats away the plastic.
- The melt allowed the chemical to drain out of the P-trap and into the sink cabinet, so it did not go down any further in the system. It did require the replacement of the P-trap.
- P-traps can contain unexpected things. At the next facilities meeting, Scott will talk about the possibilities inside of a P-trap.
- It is a good reminder that P-traps can be surprising, so it is important to wear proper PPE.
- Another near miss – Hydraulic line failure at the WIRL lab. An old machine was being hooked up again after the fire two years ago. The hose lines were mixed up when hooking the machine up. The 300 PSI hose was put onto the 3000 PSI fixture.
- The technicians were brought from the company to reattach the hoses and to recommission the unit.
- The third near miss – a worker was touring a small group of people into the process area of the bio energy plant. The team of people did not have a CO monitor. Worker A was touring the small group and worker B noticed the team in the process space and saw the CO monitors next to him and realized that the team did not have any CO monitors. The CO monitor is expired and that needs to be replaced. It would be good to have four monitors. The sign was in bad shape as well. That will need to be replaced too.

- Air quality control in an office. A worker complained that the office was cold and felt like the air quality was not the best. Scott went and checked it out and it was determined that the air flow was different from the other offices. Had facilities to look at the air handling unit and it turned out that it was not working correctly. Facilities fixed the air handling, and she reported back that things feel better.
- **Aaron:** First time hearing about this. It should be passed on to him to look at.
- **\*\*See chart below\*\***

f.2) **Review of Respect in the Workplace Investigation Statistics- Jennifer**

- No new investigations for the month.
- Will have better information next month for the annual review.

## G. Inspection Updates

g.1) **Building Inspection Updates – Thya/Scott**

- WIRL inspection - the report will be shared.

g.2) **Lab Inspection Report –Jordan/Kaila**

- Nothing to report. Lab Safety has not met yet due to the holiday.
- One thing to achieve this summer is an inventory of the labs. It hasn't been done since 2013.
- We are looking at a safety data sheet management system called Canada SDS which is built for universities. It gives us better access to the inventory. Right now, we have an inventory system and an SDS searching function. This will combine those two functions into one process which would give access to the SDS's in the inventory.
- **Kaila:** Has this been discussed with IT about security?
- **Scott:** Yes, the discussions have been started. We do not expect it to be difficult to access.

## H. New Business

h.1) **Twyllas last meeting!**

- Thank you for your time on the JOHSC committee!! Ameila will be replacing Twylla.

## I. Round Table Discussion

- i.1) **Mike:** Facilities employee was concerned about training for non-facility people using the cardboard compactor. The concern is for those that do not have the proper training that are using it.
- Aaron:** Some of the kitchen staff have been trained but it sounds like there has been some turnover, so they do need some official training. It is not a situation where anyone in the kitchen can use the compactor, usually they will designate a few people to use the compactor.
- Scott to touch base with Dave Bast.
- Question:** Mental Health committee and where that has landed?
- Scott:** There is a website update to make. The overdose prevention policy – there were 18 recommendations made by the University of Victoria.
- Right now, it is at developing the website stage. The committee right now is Scott and Thya.
- Question:** Will the website be specific to overdose prevention or mental health?
- Scott:** There will be two websites. An overdose prevention website and a mental health support website. It will be linked through the UNBC Website.
- April:** To have one page that is central will be easier for someone that does not have the peace of mind to do the proper search.
- Shauna:** Will it be searchable as well?
- Scott:** The search feature will have to be looked at and come up with some key words that can be searchable.
- Thya:** Our Risk and Safety website is under construction right now, but some of the data will be paired with the Safe App.
- Mike:** Would it be worth having a committee for awareness? The safe app is a great app but sometimes you can forget what is on the app. Something like a JOHSC awareness program. A lot of people aren't aware that there is a JOHSC committee.
- Scott:** Awareness is a big piece but not sure if we need another committee. The plan is to have a poster for emergency awareness. To have two thought-out posters and mental health will be on the OHS side of the poster along with JOHSC. When the posters are ready, we will have 30 posters around campus.

**Kaila:** Possibly include it on the Safety newsletter that goes out to have a section for Mental Health or where to find these resources.

**Comment:** It would be helpful to spread the word at student orientation in September and January. Also, it would be helpful to have a student representative in this group so we would have a student voice when we are including students in these discussions.

**Mike:** Involving the union in the conversations with the students would be a great idea.

**Comment:** There is also a mental health class that runs four months a year. It could be a good discussion to have with that instructor. There are also fourth year mental health courses in the nursing.

**Mike:** Could a sub committee work the same way as the Lab safety committee? Can it be something that we give updates with as we go through this, just to get the discussion going?

**Mike:** Are we doing an awareness campaign for the app?

**Scott:** There are posters up and is brought up during orientation

**Thya:** We were hoping that the Edge would have kept the QR codes and the SafeApp info in their paper, but it was only in the one edition. It would be a good idea to ask them to keep it in each edition.

**April:** Orientation day is usually a busy and stressful day for many students so it may be a good idea to have a table at SLS days. It is usually the week after where we can put a sticker or a QR code and then raising awareness that way.

**Shauna:** Are the office carpets ever shampooed as this can lead to air quality issues as well (allergies)

**Aaron:** Some common areas are on a schedule like the library, but Mandy is the one that looks after that. You can reach out to Mandy to check with her. Offices can be done by request. Shawna to follow up with Mandy.

#### MEETING ADJOURNED AT: 11:59AM

	<u>Apr 2025</u>	<u>Apr 2024</u>	<u>Year to date 2025</u>	<u>YTD Last Year 2024</u>
Hazard Reports	1	0	1	0
Near Miss Reports	2	0	3	0
First Aid	1	2	10	4
Medical	0	0	0	2
Time loss	0	0	0	2
Fire Drill	1	1	3	4
Fire Alarm / Evacuation	0	1	3	1
Investigations	4	3	2	4
Other Incidents	3	12	25	23
Inspections	0	4	0	4
Ergonomic assessments	0	7	6	10
New App subscribers / Total	11	33	2645	2331

#### Hazard Report:

- Chemical accidentally poured down sink, damaging p-trap.

#### Near Miss Reports:

- Hydraulic line failure at WIRL.
- Workers entered hazardous process space without a CO monitor.

#### Employee First Aid, Medical or Time Loss incidents:

- Employee First Aid – cut to left thumb.

#### Investigations:

- Air quality concern.
- Hydraulic line rupture.
- CO monitor incident.

- P-trap damage incident.

**Evacuation Events:**

- None.
- Evacuation Drill at Day Care.

**Other Incidents:**

- Student First Aid – light-headed, resolved with first aid.
- Student Medical – light-headed, medical attention provided.
- Contractor – bumped head on open door in kitchen.

**ACTION ITEMS**

Item #	Description	Who	Action
1) 19-009	Committee Projects	Individual Project Groups	On Going
2) 19-016	Animals on Campus Policy & Procedures Draft for Committee Review	Safety Office	Tabled